

July 1, 1999

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

PROGRAMMER ANALYST I

DEFINITION:

Under immediate supervision, in a training capacity, to assist in analyzing crime analysis system requirements; to design, program, test and maintain data management and crime analysis systems in the Police Department; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is the entry level or trainee class in the Programmer Analyst series. Positions in this series are typically classified at the journey-level, Programmer Analyst III. Employees of this class are typically assigned the more routine and less difficult program and system modifications and their work is closely supervised.

*** EXAMPLES OF DUTIES:**

- Assists in analyzing crime analysis system and program requirements by collecting and evaluating operating and information requirements from departmental users;
- Designs, programs, tests, and modifies crime analysis systems and programs to meet user needs;
- Writes programs in FORTRAN and BASIC computer languages;
- Writes program documentation;
- Assists in maintaining, debugging, and upgrading on-line software;
- Trains Police Department users in the use of new crime analysis systems;
- Assists in maintaining the system hardware.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

A Bachelor's degree in Computer Science or Mathematics, **OR** any Bachelor's degree with a minimum of 24 semester or 36 quarter units in Computer Science.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.